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DD/S&T# 2146/67

OEL-471/67

22 MAY 1967

MEMORANDUM FOR:

[Redacted]  
Special Assistant, DD/S&T

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SUBJECT:

OEL Internal Training Program

REFERENCE:

Memorandum to Executive Officer, DD/S&T,  
Same Subject, OEL-470/67, Copy Attached

1. The Reference outlines a new training program initiated by this Office for professional employees and requests the Executive Officer, DD/S&T, to provide assistance from his Staff. In that connection, we would greatly appreciate your participation in this program. It is suggested that a subject related to R&D coordination, including a detailed review of the Project Officers Handbook would be most desirable. Any other topic would be welcome, however, considering the objective of our program.

2. The proposed date of your presentation will be provided later, but considering that they are held once each month, it is suggested that you would be coming up during the month of October. [Redacted]  
Chief of Staff, OEL, may be contacted for further information.

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[Redacted]  
GEORGE C. MILLER  
Director of ELINT  
DD/S&T

Attachment:

1 copy of OEL-470/67

APPROVED:

*[Signature]*

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DD/S&T# 2147/67

OEL-470/67

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MEMORANDUM FOR: Executive Officer, DD/S&T

SUBJECT: OEL Internal Training Program

REFERENCE: Discussion on this Subject Between  
Executive Officer, DD/S&T and Chief  
of Staff, OEL, 26 April 1967

1. The Reference provided you information that this Office has established a Monthly Internal Training Program. The basic objective of this program is to insure that new EOD professional personnel, particularly engineers, have the opportunity to become familiar with our mission, functions, organizational structure, general relationship with other Agency components, R&D programs, planning, programming and budgeting procedures, policy and other information that would assist them in performing their functions in a more effective manner. Two separate briefings and discussions, each of approximately 1½ - 2 hours duration, have been held to date. Employee reception has been favorable and it is our opinion the Office will derive great benefit over the long term period.

2. Our programs have dealt with the OEL missions and functions, planning and programming, research and development projects, organization and general internal policies and procedures. We now wish to include presentations by personnel from outside the Office of ELINT who are knowledgeable in procurement, security, personnel, R&D, and planning, programming and budgeting. To this end, it is requested that [redacted]

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[redacted] or your staff be made available. The first presentation is planned for 22 June, and it suggested that the subject "Procurement Practices and Procedures" would be most suitable for

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that time. [redacted], of this Office has been in contact with [redacted] who has agreed to make the presentation subject to your permission. Proposed dates for subsequent presentations will be provided at a later time, along with any other information and assistance that may be required. Separately, I am arranging with [redacted] Special Assistant, DD/S&T, to cover his general area of responsibility (OEL-471/67, attached).

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3. [redacted] Jr., Chief of Staff, Office of ELINT, may be contacted for any additional details.

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[redacted]  
GEORGE C. MILLER  
Director of ELINT  
DD/S&T

APPROVED:

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Executive Officer, DD/S&T

\_\_\_\_\_  
Date

Attachment:

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